



Cincinnati Police Department

STAFF NOTES

June 20, 2006

Colonel Thomas H. Streicher, Jr., Police Chief



Records Section

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1. COURT HOLIDAY – FOURTH OF JULY

On Tuesday, July 4, 2006, the Hamilton County Municipal Court will close all courtrooms with the exception of Courtroom A, which will be open only in the morning. Officers are reminded to not issue citations requiring an afternoon court appearance on this date.

2. SWAT OVERTIME

All district/section/unit commanders and timekeepers are reminded that all overtime incurred due to a **SWAT incident**, including recall, is to be coded in the Payroll System as Contingency with “SWAT” as the reason. Other SWAT overtime, such as meetings or training, is Increment overtime and should follow the normal guidelines.

3. REVISION TO PROCEDURE 12.615, DECEASED PERSONS/PRISONERS

Procedure 12.615, Deceased Persons/Prisoners, has been revised. The “Policy” section has been amended to remind officers not to touch or move the body of the deceased unless specifically directed by someone from the Hamilton County Coroner’s Office. This includes removing identification, rolling the body to take photographs, removing weapons, etc.

Officers are also advised not to move anything or alter the scene in any way prior to the arrival of the Coroner or Coroner’s investigator. This includes opening or closing windows, changing thermostat or fan settings, or turning off or on lights. Officers should leave the temperature as static as possible, as it aids in determining the time of death.

In some natural death cases, officers will find the deceased is indigent. An indigent person is one whose family is unable, or refuses, to take financial responsibility for the cost of burial. The Coroner’s Office is no longer accepting bodies of indigent persons. This is now being done by the Health Department. Officers will now contact Northern Kentucky and Cincinnati Mortuary Services to pick up and transport the decedent. This is a locally operated company; their phone number is 1-800-884-6739. Any disputes between the on-scene supervisor and the mortuary service regarding the decedent’s status as an indigent should be resolved by contacting the Coroner’s office.

Other minor changes have been made. This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

4. REVISION OF [PROCEDURE 12.825](#), COMPENSATORY TIME AND PAID OVERTIME, AND NEW FORM 202F, FLEX TIME ACCRUAL/USAGE OF FLEX TIME REPORT

Procedure 12.825, Compensatory Time and Paid Overtime, has been revised. The definitions for Increment Overtime and Contingency Overtime have been updated. Additionally, the process for eligible non-sworn employees to use and accrue flex time has been added to the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page.

Form 202F, Flex Time Accrual/Usage of Flex Time Report, has been created to track flex time. This form is only completed if the employee is unable to use the flex time within the same pay period. If flex time hours are used within the same pay period this will be reflected on the employee's Form 202C, Weekly Time Report. Generally, employees who are listed on a daily lineup will not complete a Form 202C unless they are eligible for flex time.

To access the Form 202F, open the Word application. Select "New" in the file menu, select "General Templates" on the right-hand side of the screen and click on Form 202F.

COMMENDATIONS FOR THE WEEK OF 06/20/06-06/26/06

**POLICE SPECIALIST RICHARD VOGEL
POLICE OFFICER JANA CRUSE
DISTRICT FOUR**

In an attempt to address ongoing problems in Reporting Area 376, an identified Hot Spot in North Avondale, District Four Investigative Unit and Neighborhood Squad conducted a combined investigation. The 95-unit apartment complex at 3652 Reading Road was identified as a major contributor to the crime in this area. As a result, Police Officer Jana Cruse contacted the building's owner and obtained a tenant list and information regarding criminal activity of some of the tenants. Police Specialist Richard Vogel learned several of the tenants had outstanding warrants. Specialist Vogel also obtained criminal intelligence regarding the criminal history of many of the tenants. Armed with this information, Specialist Vogel and Officer Cruse organized and coordinated enforcement activity.

Search warrants were obtained for three apartments. Fourteen individuals were identified as subjects to be arrested. These search warrants were executed in November 2005, along with the search for the wanted subjects. As a result, approximately 60 grams of crack cocaine and three handguns were recovered. All of the wanted subjects were located and arrested. Five of the subjects were arrested on new felony charges. Specialist Vogel and Officer Cruse continued their efforts with the Prosecutor's Office and just recently the last of these individuals were successfully prosecuted.

Specialist Vogel and Officer Cruse are deserving of this commendation for their investigative expertise and dedication to duty. Their progressive methods combined with good old fashioned police work resulted in the improved quality of life for the remaining law abiding tenants of the building. This hard work was also evident not only in the marked reduction of calls for service to the building but the later removal of Reporting Area 376 as a Hot Spot.

12.615 DECEASED PERSONS/PRISONERS

Reference:

Ohio Revised Code 313.12 - Notice to Coroner of Violent, Suspicious, Unusual or Sudden Death or any Death of a Mentally Retarded or Developmentally Disabled Person

Ohio Revised Code 313.13(A) – Autopsy

Ohio Revised Code 5101.521 – Burial or Cremation of Body at Subdivision's Expense

Procedure 12.230 - Fatal Crash Investigation and Placement of Related Charges

Procedure 12.616 - Notifications: Deceased Persons and Police Action Resulting in Life Threatening Injuries/Death

Procedure 12.715 - Property and Evidence: Accountability, Processing, Storage, and Release

Cincinnati Police Department Investigations Manual

Hamilton County Coroner's Office Manual: General Office Policies and Procedures, Section 2.4 & Section 2.18.0

Purpose:

To ensure the timely and efficient investigation of incidents involving deceased persons, while preserving potential evidence of a crime by securing the site pending the release of the body by the Hamilton County Coroner.

To protect the dignity of persons who have died and to lessen the effects of the death on members of the deceased's family.

To ensure the timely transfer of information between the Police Department and the Hamilton County Coroner's Office.

To ensure proper handling of evidence in cases involving deceased persons.

Policy:

Officers will exhaust all reasonable means to determine whether a person is actually deceased. It is better to make the mistake of sending someone to the hospital who is already dead than for a person to die as a result of a wrong assumption of death.

A supervisor must respond to the scene of all deceased persons.

The Hamilton County Coroner or Coroner's investigator will respond on all deceased persons that are determined to be Coroner's cases. They will make the determination as to whether the case is considered a Coroner's case or not. No officer will touch or move the body unless advised by the Coroner or his investigator; this includes removing identification.

Procedure:

A. Investigation Responsibilities at Death Scenes (Non-Suspicious Deaths)

1. Officer Responsibilities:

- a. Upon the discovery of a deceased person, use all reasonable means to determine whether the person is dead. Some examples are:
 - 1) Inspect the body for the life signs of airway obstruction, breathing and circulation.
 - 2) If unable to determine after using all reasonable means, request Fire Department respond.
- b. The on-scene officer will notify a district supervisor.
- c. Secure the scene until the arrival of the district supervisor.
 - 1) Do not touch or move the body. This includes removing a wallet, looking for identification or rolling the body to take photographs.
 - 2) Do not move anything or alter the scene. This includes opening windows, changing the thermostat or fans, or turning on or off lights.
- d. The initial investigating officer will complete a Form 316A, Deceased Person Report, and fax it to the Coroner's Office.
- e. A physician on the scene may make the official death pronouncement. The officer must still receive instructions from the Coroner's Office about disposition of the body.

2. Supervisor Responsibilities:

- a. The district supervisor on the scene will assume command of the initial investigation.
- b. Contact the Hamilton County Coroner's Office immediately by phone. This includes all accidental or natural deaths, except in cases of homicides, suspicious deaths, natural deaths at nursing homes (refer to Section F.) and the death of a child who was an in-patient at Children's Hospital (refer to Section B.2.).
 - 1) The Coroner's Office will evaluate the death circumstances with the district supervisor. The Coroner's investigator will determine if the case is a Coroner's case.
 - a) The district supervisor will remain at the scene and coordinate the investigation with the Coroner's Office.
 - b) If the Coroner's Office does not send an investigator and/or forensic pathologist to the scene, the district supervisor will proceed with the death investigation.
- c. If the Coroner's Office or CIS is not responding, photograph the

body in the position discovered.

- 1) When possible, take additional photographs of the right, left, top, and bottom sides of the body, unless scene restrictions prevent this many angles.
 - a) Move the body and photograph the underneath side.
 - 2) Properly label photos with the date, time, address, and identity of photographer.
- d. If the Coroner's investigator determines the case is not a Coroner's case, the supervisor will make arrangements for next of kin notification in accordance with Procedure 12.616, Notifications: Deceased Persons and Police Action Resulting in Life Threatening Injuries/Death.
- 1) If the deceased is determined to be indigent, officers will contact the Northern Kentucky and Cincinnati Mortuary Services at 1-800-884-6739. They will respond to transport the body.
 - a) If there is a dispute between the mortuary service and the supervisor as to the financial status of the deceased, contact the Hamilton County Coroner's Office for direction.

B. Investigation of Homicide or Suspicious Deaths

1. If there is evidence the death was due to homicide, suicide, suspected suicide, fire, death while in police custody, death involving suspicious circumstances, or the victim is a child seven years of age or younger, the district supervisor will:
 - a. Immediately secure the crime scene and post an officer or officers to restrict entry into the scene.
 - 1) Assign one officer to keep a log of personnel who have entered the scene, the time and date they entered, the reason for entering and the time and date they left the scene.
 - 2) Do not touch or move the body. This includes removing a wallet, looking for identification or rolling the body to take photographs.
 - 3) Do not move anything or alter the scene. This includes opening windows, changing the thermostat or fans, or turning on or off lights.
 - b. Contact a Homicide Unit supervisor, stating the reasons for requesting their response. The notifying supervisor, first officer on the scene, and any other officer with pertinent information will remain on the scene. No one will be released except by a

Homicide Unit supervisor or ranking Homicide investigator.

- 1) When the Homicide Unit arrives, the ranking Homicide supervisor or investigator will take command of the investigation.
 - a) The Homicide Unit is responsible for completing a Form 301, Incident Report, for the homicide.
 - b) District personnel on scene first will be responsible for any other reports.
 - 1] The investigating officer will complete a Form 316A and fax it to Criminal Investigation Section (CIS).
 - c. Homicide Unit will insure that the Coroner's Office is notified and provide preliminary information relevant to the deceased person.
 2. Officers dispatched to Children's Hospital regarding the death of a child will immediately notify the Homicide Unit and request a district supervisor respond.
 - a. Homicide Unit personnel will respond to confer with the attending physician and assume investigative responsibility.
 - b. The attending physician at Children's Hospital will be responsible for the notification of the Coroner's Office prior to requesting an officer respond.
 3. The Hamilton County Sheriff's Office (HCSO) will investigate all deaths occurring at the Hamilton County Justice Center, River City Correctional Center, Queensgate Correctional Facility, and the Hamilton County Juvenile Court Youth Center.
- C. Deceased Prisoners
1. Officers will immediately notify their supervisor.
 2. The responding supervisor will summon the Homicide Unit and Internal Investigations Section (IIS) when a person, while under police or just prior to police control, and as a result of police activity, suffers life-threatening injuries or dies.
 - a. The Homicide Unit and IIS will conduct a prompt and thorough investigation of any incident where a person dies while in the custody of the Cincinnati Police.
 - b. Police personnel will cooperate fully in the investigation.
 3. Notify the District Commander or, if at night, the Night Chief.

D. Crime Scene Protection

1. The first supervisor on the scene will ensure that the crime scene is secure.
2. The supervisor on the scene will assign one officer to keep a log of personnel who have entered the scene, the time and date they entered, the reason for entering, and the time and date they left the scene.
3. Do not touch anything unless absolutely necessary. Do not take any photographs. Do not allow anyone to enter the scene until Homicide arrives. Criminalistics Squad investigators will process the scene.
 - a. Weapons may need to be secured for safety reasons, or if the scene will undergo an uncontrollable change such as fire, explosion, flooding, etc.
 - 1) Photograph any weapon(s) before moving, noting the time, location, where it was placed, and the person moving the weapon.
 - b. Refer to the Investigations Manual for in-depth guidelines.

E. Investigations of Accidental Deaths

1. Some scenes require extra officer safety precautions. Be sure the scene is safe to work in before investigating.
 - a. Notify the Cincinnati Fire Department or Buildings and Inspections Department as necessary.
2. Secure any equipment possibly involved in the death. Examples would be electrical equipment that may have fallen into a bathtub, a jack believed faulty, space heater emitting toxic gases, etc.
 - a. Submit any evidence for examination according to Procedure 12.715, Property and Evidence: Accountability, Processing, Storage, and Release.

F. Natural Deaths at Nursing Homes

1. An officer and a supervisor will respond, if summoned, to the scene to investigate.
 - a. These are not Coroner's cases. The Coroner's Office does not need to be contacted by police.
 - 1) A Form 316A will not be made.
 - b. If deceased has been the victim of a previous assault, or the subject of previous patient abuse, the Coroner's Office and Homicide Unit must be notified.

- 1) Contact CIS and request a records check.
- 2) Review patient's records.
2. Advise the nursing home staff it is their responsibility to notify next of kin and arrange for disposition of the deceased.
 - a. Deceased persons with no known next of kin who require county burials will be transported by the Northern Kentucky and Cincinnati Mortuary Services.
 - 1) It is the responsibility of the nursing home to arrange transportation of the deceased.

G. Expected Deaths of Terminally Ill Hospice Patients

1. Expected deaths at a residence, rather than in a health care facility, come under the Coroner's jurisdiction.
2. Home Health Care/Hospice Nurses are required to report these deaths to the Coroner's Office using their Standard Death Report form.
 - a. This includes disposing of any remaining medication, securing a pronouncement for the death certificate, insuring there were no recent falls or unnatural events, and a funeral home has been contracted to transport the deceased.
3. An on-scene Hospice Nurse relieves the Police Department of death reporting responsibility in cases of expected deaths of terminally ill Hospice patients.
 - a. If needed, an officer and a supervisor will respond to the scene to investigate.
 - 1) A Form 316A will not be made.
4. This does not relieve or preclude an officer on the scene from investigating the circumstances of a death.

H. Disposition of Property According to Type of Death Report

1. If the deceased lived alone, secure the premises.
 - a. Do not do an inventory search
2. Direct all inquiries about the premises and personal property to the Coroner's Office. Final disposition of personal effects is the responsibility of the Coroner.
3. If the deceased lived alone, next of kin is present, and the body must go to the morgue as a Coroner's case, secure the premises. Explain to the next of kin reentry to the premises requires authorization from the Coroner's Office.

4. If the Coroner's Office releases the body:
 - a. Next of kin can make arrangements to have a funeral home respond.
 - b. Police do not need to inventory or secure the property.
5. In cases of suspected homicide, Homicide personnel, after conferring with the Coroner's Office, will determine what property will be transported with the body to the Coroner's Office and what property will be processed as evidence according to Procedure 12.715.
 - a. Property going to the morgue with the body or property held by police will be documented on the Form 316A in the presence of, and signed by, the Coroner's transport service.

I. Decomposed Bodies

1. The on-scene supervisor will authorize the request for a prisoner detail for the removal of a decomposed body.
2. Contact the Hamilton County Coroner's Office for the supervisor to request removal of a decomposed body.
 - a. The Coroner's Office will notify the Hamilton County Sheriff's Department (HCSD), Corrections Division, to respond to the scene with an inmate detail.
 - 1) The HCSD will provide the transportation vehicle, a transportation officer, and a four-man inmate detail. A HCSD supervisor will issue clothing, gloves, and masks to the inmates. Body bags and stretchers are in the transport vehicle. Evidence tape is provided to the transport service by the Coroner's Office.
 - 2) Do not expose the detail inmates to any condition that could jeopardize their health or safety.
3. All bodies will be transported in a sealed body bag.
 - a. The body bag will be secured with evidence tape by the transport service in the presence of the releasing officer or other agent.
 - 1) The tape will be initialed by releasing officer and the transport service.
 - a) The sealed body bag will be opened by the morgue attendant in the presence of the transport service upon arrival at the morgue, unless directed by the pathologist to leave the bag sealed.
 - b) The name of the releasing agent will be noted on the transport's record.

4. Police personnel will retain responsibility for the investigation and required reports. Cases investigated by the Homicide Unit may require special handling.
 - a. The Coroner or Coroner's investigator may give specific directives on transporting and handling the body to preserve evidence or expedite the investigation.
5. Any time property is transported to the morgue with the body, taken to the Coroner's Office or held by the police, the investigating officer will document all items on the Form 316A.
 - a. The transport service will sign the Form 316A acknowledging receipt of the listed items.

12.825 COMPENSATORY TIME AND PAID OVERTIME

Reference:

Cincinnati Municipal Code (CMC) - Chapter 308 - Employment Regulations
FOP/City Labor Agreement - Sections 2, 8, 12, & 25
AFSCME/City Labor Agreement - Articles 14 and 15
CODE/City Labor Agreement – Article 15
City of Cincinnati Overtime Policy
Procedure 12.815 - Court Appearances, Jury Duty, and Other Hearings
Procedure 12.820 - Compensation for Court Attendance, Hearings and Other
Administrative Recalls
Procedure 12.826 - Processing Payroll/Timekeeping
Payroll Storage System Users Manual

Definitions:

Increment Overtime – Overtime request for pay or time for activities that are relative to routine Departmental operations. Routine activities which meet one of the criteria for Contingency Overtime will be classified as Contingency Overtime.

Contingency Overtime – Overtime request for pay or time submitted and approved in advance. Contingency Overtime will be either non-routine, specifically funded (such as council mandated PVO), or project activities (such as special investigations or sweep operations). All overtime pertaining to a SWAT operation/incident will be classified as Contingency.

Reimbursable Overtime – Contingency overtime that requires payment from an outside source, i.e., Enterprise Services, grant monies, Ohio Department of Transportation, etc.

Purpose:

Establish a procedure for administering, documenting, and processing records concerning compensatory time.

Ensure compliance with the Fair Labor Standards Act (FLSA) for non-exempt sworn and non-exempt non-sworn employees, as mandated by federal statute.

Policy:

Court, Off/Dead, Increment, and Contingency are the only categories that are acceptable for the submission of paid overtime. Contingency overtime may only be used if it has been pre-approved by the Police Chief or is allocated in the current budget.

Avoid overtime whenever possible. All personnel will strive to reduce overtime hours worked.

Supervisors will consider the use of on-duty personnel or will adjust the employee's hours rather than scheduling overtime, if contractually permissible. Pertinent provisions of the contract dealing with shift separation and shift changes must also be considered.

A supervisor will pre-approve all scheduled, unscheduled, emergency, and non-emergency overtime.

Police Department personnel, both sworn and non-sworn, who work more than eight hours in one day or more than forty hours in one week (seven day period) will be compensated according to contract or memorandum of agreement.

All compensatory time will be recorded as directed in this procedure. Unrecorded time is strictly prohibited.

Department personnel will be compensated for holidays according to current Fraternal Order of Police (FOP), American Federation of State, County, and Municipal Employees (AFSCME), and Cincinnati Organized and Dedicated Employees (CODE) contracts, and CMC Section 308-9. Sworn personnel receive 120 hours compensatory time on January 1 each year instead of holiday pay. Holidays are treated as any other day.

Annually, each sworn member will have up to three compensatory hours deducted from their time and deposited in the FOP donated time bank. The amount of time deducted is at the discretion of the FOP President.

Personnel will be compensated only for increment overtime previously authorized by their supervisor, except in extreme emergencies.

Information:

FLSA exempt sworn employees include sergeants, lieutenants, captains, assistant chiefs, and the Police Chief. FLSA non-exempt sworn employees include police officers and specialists. FLSA non-exempt sworn employees are capped after accumulating 480 FLSA compensatory hours. This does not include the 120 hour annual holiday allowance. When the 480 hour cap is reached, all additional overtime, including compensatory time, is compensated by cash payment. The 480 hour cap is revolving. It does not end except when employment is terminated. All comp-time eligible, non-sworn employees, whether FLSA exempt or non-exempt, are capped after accumulating 80 FLSA compensatory hours.

Conditions may exist which require an employee to perform a work related function outside of the normally established business hours of that employee. If this occurs, all CODE, Division 0 (non-CODE), and Division 8 employees may adjust their schedules to use these hours as time off within the same pay period.

Supervisors will make every effort to ensure flex time is used in the same pay period it is earned. If circumstances do not permit the eligible employee to use the time within the same pay period, the employee may accrue flex time at a straight rate. Flex time may only be accrued past the pay period with the prior approval of the employee's supervisor. Only non-overtime eligible CODE, Division 0 (non-CODE), and Division 8 employees may accrue flex time.

Absent extenuating circumstances, the supervisor will require the employee to use any accrued flex time within the next pay period. When this is not possible, a plan should be established to use accrued flex time as soon as possible. Unused flex time may not be carried longer than 6 months.

Employees who accrue flex time will submit a Form 202F, Flex Time Accrual/Usage of Flex Time, signed by a supervisor, to Finance Management Section via the chain of command. A copy of the Form 202F will accompany the Form 202C, Weekly Time Report, submitted at the end of the 2nd week of the pay period. A Form 202F is not required if the overtime hours are used within the same pay period.

Flex time will not be used as a way to allow employees to accumulate time for future use. Additionally, flex time will have no cash value under any circumstances.

All non-sworn employees will complete a Form 202C. Employees whose working hours are listed on a daily line-up are not required to complete a Form 202C unless they are eligible for flex time.

Procedure:

A. Overtime Compensation

1. Personnel working overtime will complete and submit a Form 68P, Overtime and Court Appearance Report, by the end of the next working day. Authorization must be given prior to working the overtime.
 - a. Check "Time" or "Pay" on the Form 68P.
 - b. In cases of increment overtime, the supervisor authorizing the overtime will sign the Form 68P in the "Overtime Pre-approved By" block. At the time of authorization, if the authorizing

supervisor is physically unable to sign the Form 68P, authorization must be given in one of the following ways:

- 1) Via MDT from the supervisor to the officer.
- 2) Via radio if the officer has no access to an MDT.
- 3) Via phone only when there is no immediate access to an MDT or radio.
 - a) If authorization is obtained by phone, the authorizing supervisor must sign the Form 68P in the "Overtime Pre-approved By" block prior to submission.
- c. In cases of contingency or reimbursable overtime, such as details assigned by Detail Coordination Unit (DCU), preplanned City paid details, SWAT incidents, etc., no signature is required. However, the name of the unit, i.e., DCU, or the supervisor authorizing the overtime will be entered in the "Overtime Pre-approved By" block.
- d. List scheduled duty hours in the "Duty Hours" block. The overtime hours are listed in the "Overtime Hours" block.
- e. In the "Reason" block describe the activity requiring the overtime.
- f. A supervisor will sign the "Verified By" line on the Form 68P after verifying the overtime worked and the accuracy and completeness of the form.
2. Report "Recall" as defined in the FOP and AFSCME labor agreements.
3. If overtime is contingency overtime, a Form 17, Request for Paid Overtime, must be previously approved.
4. The unit timekeeper will enter the overtime hours worked as outlined in the Payroll Storage System Users Manual.
 - a. File the Form 68P in the employee's individual time folder along with all Form 25S, Request for Leave of Absence.
5. The district/section/unit commander will review and approve all Forms 68P.

B. Form 435, Payroll Overtime Report

1. Each district/section/unit commander will review all usage of overtime as recorded on the Form 435 and note his approval in the space provided.
2. The original Form 435 will be forwarded to Finance Management Section.
 - a. Post a copy on the unit bulletin board for employee review.
 - b. Maintain a copy in the unit file.
3. Document "Recall" hours on a separate Form 435.
4. Other classes of paid overtime listed on a separate Form 435 include, but are not limited to:
 - a. Overtime, Emergency - state the specific reason.
 - b. Overtime, Interdepartmental Billing - details worked for other city departments.
 - c. Overtime, Position Vacancy.

Note: A Form 17 Request for Paid Overtime is required, if applicable.

C. Other Overtime

1. Court appearance compensation - refer to Procedures 12.815 and 12.820.
2. Holiday time
 - a. Compensate non-sworn employees who work on a holiday for pay at double their hourly rate in addition to the eight hours pay ordinarily received when working a non-holiday.
 - 1) Submit a Form 68P showing the scheduled duty hours in the "Duty Hours" and "Overtime Hours" blocks. The timekeeper will fill in the "Overtime for Pay" block showing the hours earned. Note "Worked Holiday" (specifying which holiday) in the "Reason" block.

3. All sworn members of the Department will receive any additional time declared for each special holiday throughout the year. The authority to grant a special holiday rests with the City Manager.
 4. Flex time accrual/usage
 - a. Employees accruing and/or using flex time will complete a Form 202F and submit it to a supervisor for signature.
 - b. A copy of the Form 202F (covering the entire pay period) will be attached to the Form 202C submitted at the end of the 2nd week of the pay period.
 - c. The original Form 202F will be sent to Finance Management Section, via the chain of command, for processing.
- D. Transfer of Personnel
1. Units transferring personnel in or out of a unit will ensure that all Forms 25S and Forms 68P have been entered. The procedure outlined in the Automated Comp-Time Program User's Manual will then be followed.